

Ministry for Home Affairs, Security, Reforms and Equality

Post of Trainee Probation Officer in the Ministry for Home Affairs, Security, Reforms and Equality

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Probation and Parole), Ministry for Home Affairs, Security, Reforms and Equality invites applications for the post of Trainee Probation Officer in the Department of Probation and Parole, Ministry for Home Affairs, Security, Reforms and Equality.

Terms and Conditions

2.1 This appointment is subject to a probationary period of three (3) months. A selected candidate will enter into a twelve (12) month assignment as a Trainee Probation Officer in the Department of Probation and Parole, in the Ministry for Home Affairs, Security, Reforms and Equality. The Traineeship contract will terminate if the trainees do not perform satisfactorily at the place of work or fail to complete the course successfully in the stipulated academic year. The Director may extend the definite contract for another period of (12) months.

2.2 The salary for the post of Trainee Probation Officer is Salary Scale 12, which in the year 2023 is equivalent to, €20,270.04 per annum.

2.3 A Trainee Probation Officer will be appointed as a Probation Officer (Salary Scale 10), which in year 2023 is (€23,029.57 x €407.67 - €25,475.59) on successful completion of the Post Graduate Diploma in Probation Services or the equivalent.

2.4 A Probation Officer (Salary Scale 10) will progress to Salary Scale 9, which in year 2023 is (€24,494.79 x €447.33 - €27,178.77) on completion of four (4) years service in the grade of Probation Officer (Salary Scale 10), subject to satisfactory performance.

2.5 A Probation Officer (Salary Scale 9) will progress to Salary Scale 8, which in year 2023 is (€26,048.25 x €486.83 - €28,969.23) on completion of four (4) years service in the grade of Probation Officer (Salary Scale 9), subject to satisfactory performance.

2.6 A Probation Officer (Salary Scale 8) will progress to Salary Scale 7, which in year 2023 is (€27,697.53 x €531.17 - €30,884.55) on completion of four (4) years service in the grade of Probation Officer (Salary Scale 8), subject to satisfactory performance.

2.7 Probation Officers who are in possession of a relevant MQF Level 7 qualification in the Human and Social Sciences as determined by the Management from time to time shall be placed on Salary Scale 8 and continue to progress in accordance with the provisions of this agreement.

2.8 Trainee Probation Officers must have an aptitude for effective communication skills in building interpersonal relationships. They must have optimal interviewing and report writing skills.

2.9 Trainee Probation Officers may be required to perform duties as part of a 24-hour emergency service.

2.10 Trainee Probation Officers must be prepared to work irregular hours of the day and night according to the exigencies of the job.

2.11 Trainee Probation Officers will be expected to be in possession of, or are in the process of acquiring, a valid driving licence. They are expected to use their own transport for their work and will be entitled to the appropriate approved allowance.

2.12 Lateral applications in the same grade from public officers are not allowed.

2.13 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Trainee Probation Officer may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

- i.
 - a. citizens of Malta; **or**
 - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
 - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**
 - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the Maltese and English languages;
- iii. (a) in possession of the minimum requirements for admission to a recognised Post-Graduate Diploma in Probation Services at MQF Level 7, or an appropriate comparable and recognised qualification, namely:
 - First Degree Category II at MQF Level 6, (subject to a minimum of 180 ECTS/ECVET credits, c equivalent), in an area deemed relevant; or
 - Honours Degree, second class at MQF Level 6, (subject to a minimum of 180 ECTS/ECVET credits or equivalent), in an area deemed relevant.
- (b) needs to be successful in an interview conducted by the University of Malta to commence the course of Post-Graduate Diploma in Probation Services or the equivalent.
- (c) the Department shall endeavor to facilitate those appointees who concluded the requisite Post-Graduate Diploma in Probation Services to conclude their Masters in same subject matter. This is without prejudice to the guarantee of the service delivery to clients.

Public Officers applying for this post must be confirmed in their current appointment, unless the current

appointment is in a different class/career stream or in a definite position or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 4.1 (iii) or 4.2.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (Probation and Parole), Ministry for Home Affairs, Security, Reforms and Equality through the Online Government Recruitment Portably on <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 13:30 hrs (Central European Summer Time) of Monday, 25th September, 2023. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;

- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Department of Probation and Parole, Millennia Building, 3rd Floor, Aldo Moro Road, Marsa, MRS9065. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Department is recruitment.probation@gov.mt.